

BMAF Athletes Registration System (AREG) – Website User Guide

Click on the line in the table of contents corresponding to the step which you wish to perform, in order to jump directly to that section, if you are already familiar with the earlier steps, where you can read the instructions on what to do.

If you have already read these instructions and fully understand how to use AREG, then you can go directly to the website www.aret247.co.uk.

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STEP 1: REGISTRATION

1. Go to the website www.areg247.co.uk for the BMAF athletes registration system (AREG)

If not already registered, register a new account which gives you a new username and password for your chosen email address, using the tab **Create Account**

You must not do this if you already have an account or had one in the past. Duplicates accounts/email accounts are not permitted. User accounts set up by the area club membership secretary will be given a default username and password to start with. You must then change the password to one of your own choice. You can request a change in username.

2. Enter required information. NB. All fields are mandatory

- **Name** – Christian name followed by surname
- **Username** – Whatever you want, but lower case and NO gaps.
- **E-mail** – this must be a personal one [even if on a computer at work] and different to another athlete's one, if you share a computer with another athlete registered on the BMAF On-Line Entry system. You can get your own e-mail address for use on a shared computer, try Hotmail.
- **Password** – again whatever you want but NO spaces between the letters.

You need to remember these FOUR, so write them down and keep them safe. You would be surprised how many people try and login using the wrong details, and then wonder why nothing happens.

The screenshot shows a web browser window with the URL https://secure10.yourwebservers.com/areg247-co-uk/index.php?option=com_user&view=register&Itemid=2. The page title is "Athletes Registration System". The navigation bar includes "Home", "Create Account", and "Login/Logout". The main content area is divided into two columns. The left column contains links for "Using the System", "New Members/Guest competitors", "Existing Members", "User Support", and "BMAF events". The right column contains the "Registration" form with fields for Name, Username, E-mail, Password, and Verify Password. The "Register" button is at the bottom of the form. A note at the bottom of the form states: "Fields marked with an asterisk (*) are required." The browser's taskbar at the bottom shows several open applications, including "4 Microsoft...", "Registration...", "2 Microsoft...", "Run", "Run in Peter...", "XchangeAC...", and "AREGwebsit...".

Once you have done the above, now click on the Register button once.

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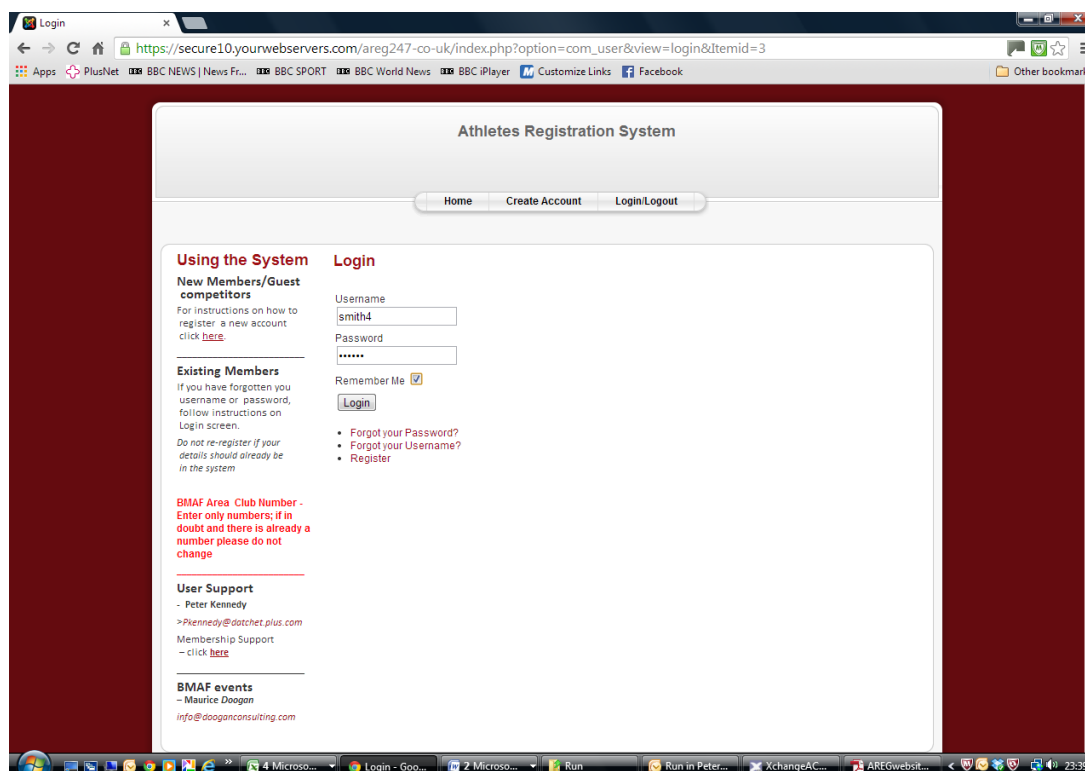
3. You then have to WAIT for an e-mail to come back to that specific computer, NOT the other computer in your Office or Home, even this system is not that clever.

When that e-mail arrives, you have to **ACTIVATE** the account, by clicking on the link highlighted in that e-mail. You then log-in to www.aret247.co.uk and enter your Username and Password.

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STEP 2: LOG IN WHEN ALREADY REGISTERED

1. Go to the website www.areg247.co.uk for the BMAF athletes registration system (AREG)
2. Click on the **Login/Logout** tab. Enter username and password and then click **“Login”**



If you have forgotten your username, use the option **“Forgot your Username?”** to request an email telling you what it is, as long as you remember your email address.

If you have forgotten the password or the default one doesn't work, you can request a new one, using the **“Forgot your Password?”** option. You will receive an email giving you the steps to follow to create a new one of your choice.

This includes the use of a 30-character “token” as a temporary password. Do not attempt to type in this token – you will never get it right. Instead you need to copy-paste the characters across. If you do not know how to move information inside documents and spreadsheets by copy-paste, then you can learn how to do it with a small training pack www.wikihow.com/Copy-and-Paste.

3. If you wish to change your password then go to the **“Change Password”** tab.

Enter the new **Password** twice and click on the button **“Save”**.

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STEP 3: COMPLETING YOUR PERSONAL DETAILS FOR THE FIRST TIME OR MAKING SUBSEQUENT CHANGES

1. Click on “**Member Details**” button.

Member Details

Athletes Registration System

Home Create Account Login/Logout Change Password

Member Menu

- Member Details
- Competition Entry
- Current Entries
- Area Club Membership

Using the System

New Members/Guest competitors

For instructions on how to register a new account click [here](#)

Existing Members

If you have forgotten your username or password, follow instructions on Login screen.

Do not re-register if your details should already be in the system

BMAF Area Club Number -
Enter only numbers; if in doubt and there is already a number please do not change

User Support
- Peter Kennedy
> Pkennedy@dashet.plus.com

Member Details

Overseas Competitor? ☐ Yes

BMAF Club

Title

First Name

Last Name

Initials

Date of Birth

Day (dd):

Month (mm):

Year (yyyy):

Gender ☒ Male ☐ Female

☒ Track - Sprints

☐ Track - Middle Distance

☐ Road Running

☐ Walks

☐ Field - Throws

☐ Field - Jumps

☐ Coaching

☐ Cross Country

☐ Officiating

☒ Track - Hurdles

☐ Multi-eventing

Address 1

[Please ensure you have your Area Club Membership Number and your National (England Athletics etc.) Registration Number to hand.]

Overseas Competitor – Tick this box if you are not a British National (i.e. you do not have a passport of the UK).

BMAF Club – This is your Masters Area Club from the pull down menu.

If you are not affiliated to a Masters Area Club, then select your club to be OPEN, if you are a British athlete, or OVERSEA if you are a non-British athlete.

If you now wish to join a Masters Area Club, enter the name of that club. After completion of the personal details, you can proceed with payment of your membership online for the clubs using AREG for their membership administration – see STEP 4. There is no application form but membership is subject to confirmation by the membership secretary of the Masters Area Club.

If you are affiliated to a Master Area Club, this may be shown on the Area Club Membership screen as “confirmed”. If the status shown is active, then you must have a separate confirmation from the Masters Area Club membership secretary that you are a fully-paid up member.

Title – select from pull down menu.

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Initials |
First Name (Christian) | Use upper case for your initials and the first letter of your names.
Last Name (Surname) |

Date of Birth – Note requirement of two digits for day and month and pull down menu for year.

Gender – Click the appropriate button

Interests – Enter as many as you wish: used by area clubs for activities specific to one interest group

The screenshot shows the 'Member Details' form in the AREG system. The form is divided into several sections: 'Interests' (with checkboxes for Walks, Field - Throws, Field - Jumps, Coaching, Cross Country, Officialing, Track - Hurdles, and Multi-eventing), 'Address' (with fields for Address 1 through Address 4, UK Post Code, Country, and Telephone), 'BMAF Area Club Number' (highlighted in red), 'First Claim Club', 'Second Claim Club', 'UKA Number (mandatory if known)', and 'Scan passport and email to BMAF'. The 'UKA Number' field contains the value 1259689. The 'Scan passport and email to BMAF' checkbox is checked. The 'Submit Details' button is at the bottom of the form.

Address – Include country and overseas postal code (if not resident in the UK)

Post Code – UK postal code code is mandatory (if living in the UK)

Member Country – from pull down menu United Kingdom or Country that is your Nationality/ or have Passport of.

Telephone | Enter either a telephone or mobile number.
Mobile | Leave a space between each section of the number.

E-mail address – the same one as you used in your Registration Details. You cannot change your email address to the same as one used by another member.

Salutation – specifies how you want to be addressed in any correspondence (i.e. Fred or Mr Jones or Bozo).

BMAF Area Club Number – this is your Club Membership Number and needs to be 4 or 5 characters Put ZERO(S) in front of three/two numbers [dispense with letters], if that is what you have. If you are a new member or unaffiliated to a Masters Area Club, put 0000 as the number.

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- 1st Claim Club** | Use full club name (not an abbreviation, except AC for Athletic Club)
2nd Claim Club | Do not include your BMAF area club unless it is your 1st claim club

UKA Number – this is your National Registration Number if you have one
(0000000 otherwise)

Seven digit NUMBER for **England** and **Welsh Athletics**.

SA followed by five digit NUMBERS [no gaps anywhere] for **Scottish Athletics**.

Three LETTERS followed by four digit NUMBER [no gaps anywhere] for **Athletics**

Northern Ireland [removing the /'s] with number and year condensed to four figures, the year to 1 or 2 if membership number is three numbers.

Scan Passport..... – Tick if you are

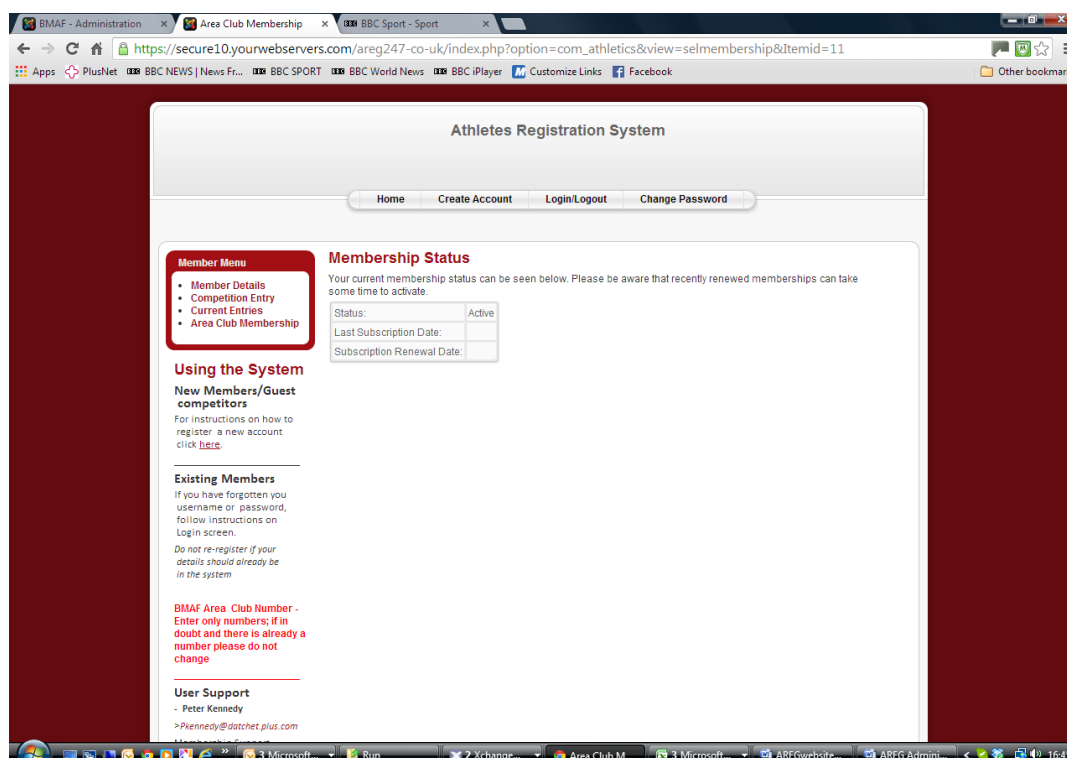
- either an unaffiliated British athlete or an Overseas athlete. You then need to scan or digitally photograph your passport, and e-mail it to Maurice Doogan at tfsec@bmaf.org.uk so that your date of birth is confirmed prior to a BMAF Competition
- or an affiliated athlete entering your date of birth for the first time. You then need to send the copy of your passport details to your BMAF area club membership secretary before your membership application is accepted. Similarly for corrections to the date of birth.

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STEP 4: PAYING AREA CLUB MEMBERSHIP SUBSCRIPTION

1. Click on the “**Area Club Membership**” button.

If you are a member of a Masters Area Club not yet using AREG for membership administration or an OPEN or Overseas Competitor, then your membership status will be shown as Active, and you will not be able to pay your masters area club subscription by this means.



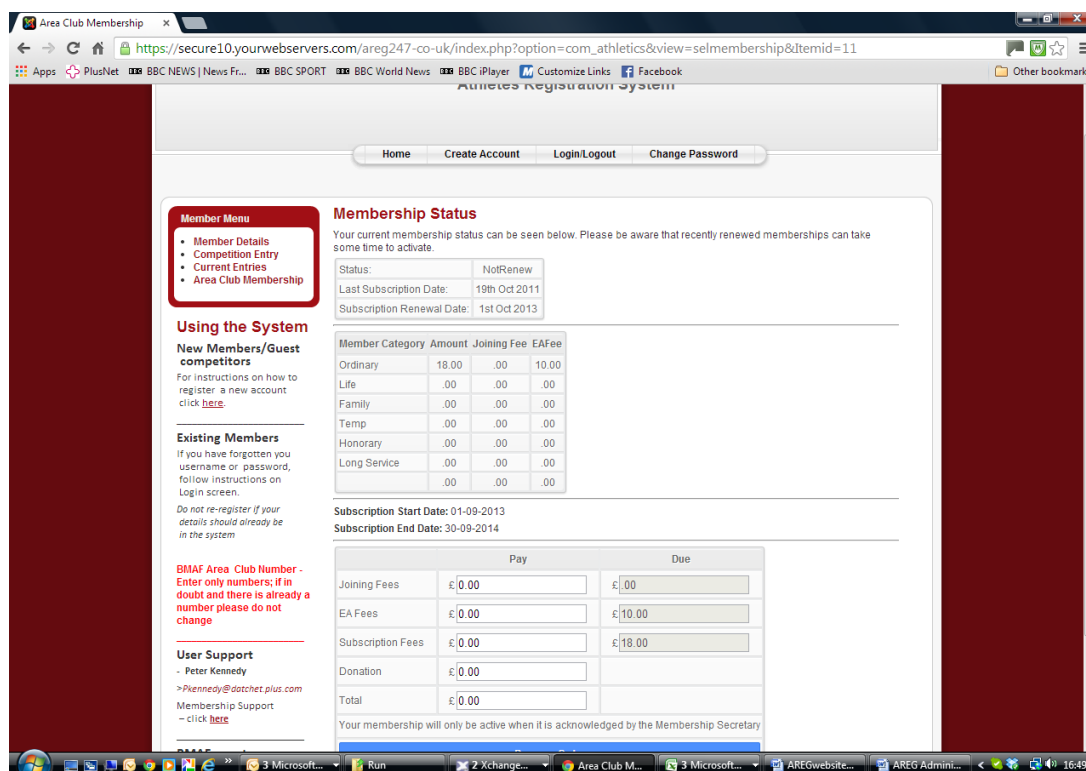
If you are a member of a Masters Area Club using AREG for membership administration, your membership status will be displayed as follows:

- If your subscription is already paid or you are exempt, the status will be shown as Confirmed.
- If your subscription is already paid but acceptance by the Area Club is in progress, or you are new member, the status will be shown as Not Confirmed
- If your subscription renewal date is past, the status will be shown as Not Renewed
- If you have previously resigned or not renewed for several years, the status will be shown as Archived

If your subscription is due or you are now in the renewal window (often 1-2 months before the actual renewal date) you will see the standard amounts for each element of the membership fees prescribed by the area club you belong to plus the date when your renewal will be extended to by making the standard payment.

Please contact your membership secretary for further assistance, if you are linked to another area club in the BMAF Athletes Registration System, since payment online is not yet possible for your secondary area club.

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2. Modify the amount you wish to pay in total in accordance with the rules of your BMAF area club.
 - The area club may allow you to pay for more than one year at time and if you enter the appropriate amounts the membership secretary will adjust the renewal date accordingly
 - The area club may also allow a reduced payment for the latter part of the membership year
 - Only include the UK registration fee if your BMAF club is also your first claim club
3. Click the button “Buy Now” to pay the chosen amount using a Paypal account; or a debit/credit card, via a temporary Paypal account
4. Wait for the confirmation from the membership secretary of your area club that you have paid the correct amount and the next renewal date. Your Status will then be shown as Confirmed. If you are not confirmed as a member and you wish to switch to being an OPEN competitor, change your Area Club to OPEN.

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STEP 5: COMPETITION ENTRY

The screenshot shows the 'Athletes Registration System' interface. At the top, there's a navigation bar with links: Home, Create Account, Login/Logout, and Change Password. On the left, a 'Member Menu' lists: Member Details, Competition Entry (highlighted), Current Entries, and Membership. Below this, sections for 'Using the System', 'New Members/Guest competitors', 'Existing Members', and 'User Support' are visible. The main content area is titled 'Select Competition' and contains a table of available competitions. Below the table, there are 'Terms and Conditions' and a checkbox to accept them, followed by a 'Choose Competition' button.

Name	Start	Venue	Closing Date
Midlands Masters Track & Field Championship	9th Jun 2013	Pingles Leisure Centre, Nuneaton	22nd May 2013
MMAC 10 Mile Championships	8th Dec 2013	Vernon Way, Bloxwich, Walsall WS3 2PA	23rd Nov 2013
Colin Simpson Memorial Handicap 5 Miles	2nd Mar 2014	John Henry Newman College, North Solihull B37 5GA	22nd Feb 2014
MMAC XC Championships 2014	19th Jan 2014	Aldesley Stadium, Wolverhampton WV6 9NW	11th Jan 2014

Terms and Conditions

1. Entry Fees are Non-Refundable.
2. To be Affiliated you must be a fully Paid Up member of a Masters Area Club; ensure that you have checked the "Affiliated Member" box in the Member Details screen (otherwise the system will charge you the non-affiliated fees).
3. Athletes not belonging to a Masters Club are classed as non-affiliated and must enter Open in the "BMAF Club" box. Also you must NOT tick the Affiliated Member box.
4. Overseas Athletes must enter their Nationality in "Country Passport Held" box and enter OPEN in "BMAF Club" box.
5. All non-affiliated athletes MUST scan/digitally photo passport and e-mail it to maurice@dooganconsulting.com

I have read and accepted the above terms and conditions ☐

Choose Competition

1. Select the button for the competition you wish to enter
2. Tick the box to say that you have read and accept all the terms of entry and then click on **"Choose Competition"** button. If you are an OPEN competitor, You will also have to re-confirm that you are unaffiliated and that you have read the instructions for OPEN competitors.

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The screenshot shows the BMAF AREG website registration form. The browser address bar shows the URL: https://secure10.yourwebserver.com/areg247-co-uk/index.php?race=29&terms=1&f61756b80c8838620caa68917cd8fcd=1&option=com_athle. The page has a dark red sidebar on the left with navigation links: **Current Entries**, **Membership**, **Using the System**, **New Members/Guest competitors**, **Existing Members**, **User Support**, and **BMAF events**. The main content area is white and contains the registration form. At the top, it lists event prices: **First Event Price (affiliated): £8.00**, **First Event Price (non-affiliated): £8.00**, and **Subsequent Event Price: £3.00**. The form is divided into two main sections: **Track & Field** and **Field**. The **Track & Field** section has a table with columns for **Event**, **Best (in the last 2 years)** (Hours, Minutes, Seconds), and **Format**. The **Field** section has a table with columns for **Field**, **Measurement**, and **Format**. The **Submit** button is at the bottom of the form.

Event	Best (in the last 2 years)	Format
	Hours Minutes Seconds	
<input checked="" type="checkbox"/> 100m	<input type="text"/> <input type="text"/> <input type="text"/>	(m.cm Example 5.68)
<input type="checkbox"/> 200m	<input type="text"/> <input type="text"/> <input type="text"/>	(m.cm Example 12.25)
<input type="checkbox"/> 400m	<input type="text"/> <input type="text"/> <input type="text"/>	(m.cm Example 1.25)
<input type="checkbox"/> 800m	<input type="text"/> <input type="text"/> <input type="text"/>	(m.cm Example 5.25)
<input checked="" type="checkbox"/> 1500m	<input type="text"/> 4 <input type="text"/> 35	(m.cm Example 15.25)
<input type="checkbox"/> 5000m	<input type="text"/> <input type="text"/> <input type="text"/>	(m.cm Example 65.25)
<input type="checkbox"/> 80m Hurdles	<input type="text"/> <input type="text"/> <input type="text"/>	(m.cm Example 40.25)
<input type="checkbox"/> 100m Hurdles	<input type="text"/> <input type="text"/> <input type="text"/>	(m.cm Example 55.25)
<input type="checkbox"/> 110m Hurdles	<input type="text"/> <input type="text"/> <input type="text"/>	
<input type="checkbox"/> 300m Hurdles	<input type="text"/> <input type="text"/> <input type="text"/>	
<input type="checkbox"/> 400m Hurdles	<input type="text"/> <input type="text"/> <input type="text"/>	
<input type="checkbox"/> 2000m Steeplechase	<input type="text"/> <input type="text"/> <input type="text"/>	
<input type="checkbox"/> 3000m Steeplechase	<input type="text"/> <input type="text"/> <input type="text"/>	

Field	Measurement	Format
<input checked="" type="checkbox"/> Long Jump	<input type="text"/> 5.68	(m.cm Example 5.68)
<input type="checkbox"/> Triple Jump	<input type="text"/>	(m.cm Example 12.25)
<input type="checkbox"/> High Jump	<input type="text"/>	(m.cm Example 1.25)
<input type="checkbox"/> Pole Vault	<input type="text"/>	(m.cm Example 5.25)
<input type="checkbox"/> Shot Put	<input type="text"/>	(m.cm Example 15.25)
<input type="checkbox"/> Discus Throw	<input type="text"/>	(m.cm Example 65.25)
<input type="checkbox"/> Hammer Throw	<input type="text"/>	(m.cm Example 40.25)
<input type="checkbox"/> Javelin Throw	<input type="text"/>	(m.cm Example 55.25)

The entry process has been simplified [athlete-proofed] by putting in hours, minutes and seconds boxes, rather than just one box. However, please remember, there are 60 seconds in a minute and 60 minutes in an hour, so as before, if you try and enter 61 seconds in the seconds box it will accept it, etc.

Also please do not try to enter an event that does not exist for your age group, the computer will not say no, but that does not make it happen. The examples beside each row of boxes, make it very clear what is required, so please take note.

You would be surprised how many people attempted some of the above.

3. Tick the appropriate check box for the events you wish to compete in. Enter your best mark.
4. Click the **“Submit”** button
5. The system then gives you a summary of the event(s) you have entered and the costs. If correct, click **“Pay Now”** button. This will then take you through a secure PayPal payment system, simply follow the instructions.

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Member Menu

- Member Details
- Competition Entry
- Current Entries
- Membership

Using the System

New Members/Guest competitors

For instructions on how to register a new account click [here](#).

Existing Members

If you have forgotten your username or password, follow instructions on Login screen.

Do not re-register if your details should already be in the system

BMAF Area Club Number -
Enter only numbers; if in doubt and there is already a number please do not change

User Support

- Peter Kennedy
> [Pkennedy@dotchett.plus.com](#)
Membership Support
- click [here](#)

BMAF events
- Maurice Doogan
[info@dooganconsulting.com](#)

Confirm Your Events

Please check the details below then proceed to payment at the bottom.
Click [here](#) to cancel entry and start again.

Race Details

Date	9th June 2013 00:00
Name	Midlands Masters Track & Field Championship
Venue	Pingles Leisure Centre, Nuneaton

Member Details

Name	Mr Peter Kennedy
Date of Birth	23rd August 1951
Area Club Number	2185
UKA Number	2771062

Entry Details

Event	Time (hh:mm:ss.nn)	Distance (m.cm)	Score
Long Jump		5.68	0
100m	10.00	00	0
1500m	04:35.00	00	0

Order Details

Combined Events Entered	0
Other Events Entered	3
Events Price	£14
Admin Price	£0
Total Price	£14
Invoice Number	R-210-12632-562065TS

Please note your invoice number so we can assist you if there is a problem with your order.

Pay Now

Please note that you do not need a PayPal account to pay as the system will accept payment from any valid Debit or Credit card

- Click the button “Current Entries” to view the entries received to date for a particular competition.

Current Entries

[Home](#) [Create Account](#) [Login/Logout](#) [Change Password](#)

Member Menu

- Member Details
- Competition Entry
- Current Entries
- Membership

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User Support

- Peter Kennedy
> [Pkennedy@dotchett.plus.com](#)
Membership Support
- click [here](#)

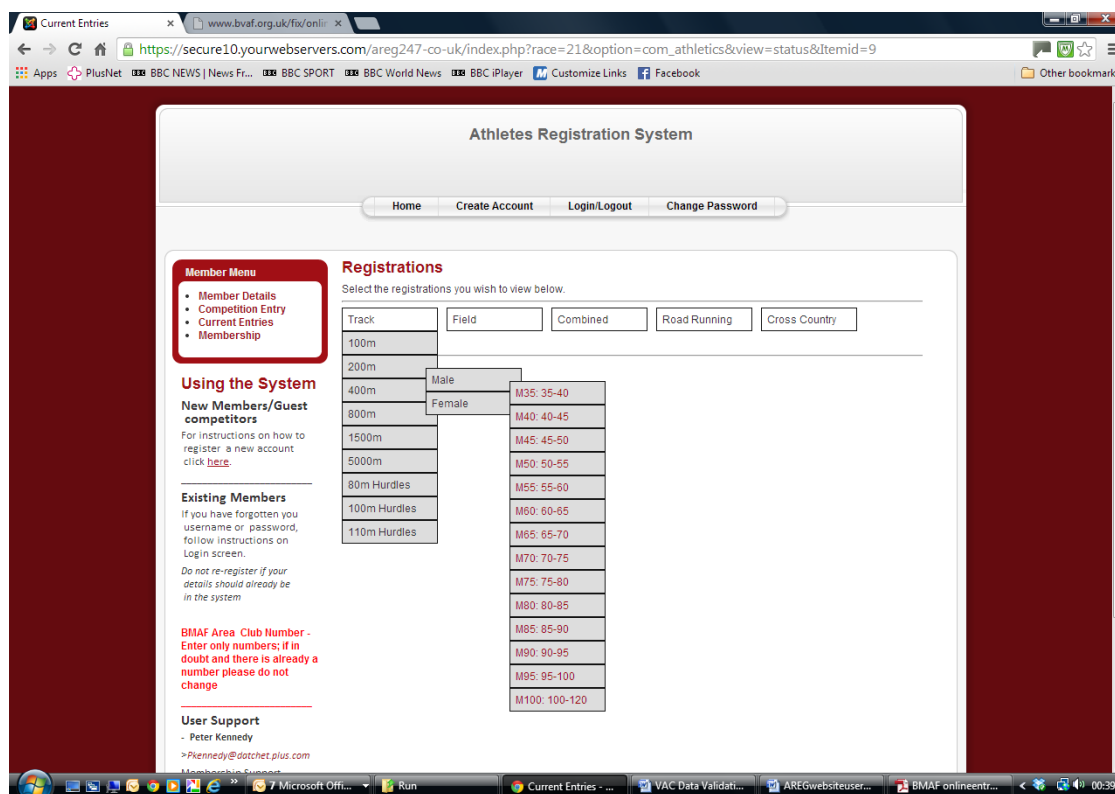
Select Competition

The competitions currently available can be seen below. Please select the competition you would like to see the registrations for.

Name	Start	Venue	Closing Date
BMAF Track & Field	25th Jun 2011	Alexandra Stadium	12th Jun 2011
DaveTest BMAF Open South of England Masters/EVAC/VAC Indoor Championships and Open Events	3rd Dec 2011	Harvey Hadden	2nd Dec 2011
BMAF Open Indoor Pentathlon Championships Athletics Masters Open Meeting	5th Feb 2012	English Institute of Sport, Sheffield	22nd Jan 2012
BMAF Open South of England Masters/EVAC/VAC Indoor Championships and Open Events	19th Feb 2012	Lee Valley Athletics Centre	5th Feb 2012
BMAF Open Indoor Track & Field Championships and Winter Throws Championships	17th Mar 2012	Lee Valley Athletics Centre	4th Mar 2012
British Masters Open Outdoor Pentathlon Championships	17th Jun 2012	Horspath Athletics Track, Oxford OX4 2RR	8th Jun 2012
British Masters Open Throws Pentathlon Championships	1st Jul 2012	Barnet Copthall Stadium, London NW4 1RL	22nd Jun 2012
British Masters Open Track & Field Championships	21st Jul 2012	Moonways Stadium, Derby DE24 9HY	8th Jul 2012
British Masters Open Decathlon/Heptathlon Championships - Inc the Atlantic Challenge vs USA	4th Aug 2012	Horspath Athletics Track, Oxford OX4 2RR	27th Jul 2012
British Masters Open 10Km Track Run & Track Walk Championships	5th Aug 2012	Horspath Athletics Track, Oxford OX4 2RR	27th Jul 2012
British Masters Open Indoor Pentathlon Championships	24th Feb 2013	Lee Valley Athletics Centre, Enfield N9 0AS	13th Feb 2013
British Masters South of England Masters/EVAC/VAC Indoor Champs and Open Events	24th Feb 2013	Lee Valley Athletics Centre, Enfield N9 0AS	13th Feb 2013
British Masters Open Indoor Track + Field and Winter Throws Championships	9th Mar 2013	Lee Valley Athletics Centre, Enfield N9 0AS	22nd Feb 2013
VAC T&F Championships 2013	25th Aug 2013	Battersea Park, London	12th Aug 2013
Spring Spruce	16th Mar 2013	Harvey Hadden Stadium	14th Mar 2013

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7. Select the competition to view and press the button “View Registrations”



8. Hover the cursor over of the types of event and list of events will appear. Then move the cursor to hover over one particular event and the choice of Male or Female will appear. Moving the cursor again on top of one of them, will reveal list of age groups. Moving the cursor once more to select one of the age groups will cause a list of the people entered for that event to be displayed.